Montana Office of Public Instruction
TRAFFIC EDUCATION DATA AND REPORTING SYSTEM (TEDRS)
TE03 Certification & TE04 Student List

After a district has received approval of their TE01 District Application for the current school year, the **TE03 Certification/TE04 Student List** should be completed and submitted for each Driver's Education class. The online process now combines both forms together and the TE03/TE04. Follow this schedule for forms submission:

1. When TELL/TEP permits are issued to the students, the *Notice of Participation* on **TE03 Certification** should be signed and both forms sent to the local Driver's License Examiner or County Treasurer.
2. When the class completes, the *Notice of Completion* on **TE03 Certification** should be signed and both forms sent to the local Driver's License Examiner or County Treasurer.
3. Submit the **TE03/TE04** *Reimbursement Request to OPI after* each Driver's Education class. *All reimbursement requests to OPI must be received before July 10 for payment in August for the previous fiscal year.*

*   To access TEDRS, go to http://data.opi.mt.gov/TrafficEducation/

*   Read the information on the home page to learn about TEDRS. For detailed information on the required forms, follow the link at the bottom of the webpage.

*   To get started, click on the **Data Entry** tab near the top of the screen. Scroll down and select **Student List**.

*   The system defaults to the current fiscal year. Choose your district school. You'll be taken to a Student List page with a list of classes entered by the District that are in progress or completed for that fiscal year. For each new traffic education class, click on the **New Student List** button. Enter the scheduled start and completion dates, then click **BACK.**

*   Then **SELECT** the **Scheduled Course Dates** for the Student List you are preparing. This takes you to the entry screen for **TE04 Student List** with the corresponding **TE03 Certifications** that can be signed as you fill out different sections of the form at the beginning and end of the class.

*   There are four parts to the TE03/TE04 forms:

1. **INPUT STUDENT LIST**
    ☐ **SELECT** your school. Verify that the course **start** date is correct, update if needed, and check the box labeled **Date Course Started is Correct**.
    ☐ **SELECT** the instructor(s) teaching the scheduled class and click the button labeled **Add Instructor** to add the instructor(s) name to the Student List form.
    ☐ **Import AIM Students** for your course. All students enrolled at your school are included on this list. Full names, birthdates and grades are included. **SELECT** the students enrolled in the course, then click **DONE** at the bottom of the screen.
    ☐ Once you've selected students from the AIM list, you can include students who are not on the District list by clicking the **Add New Student** button.
    ☐ To ensure students are at least 14½ years of age by the course completion date, check their birthdates against the date that appears at the top of the student list.
    ☐ Click **SAVE** once.
    ☐ At this stage, the TE03 *Notice of Participation* will show at the bottom of the screen. Check the box and enter your name, title, and daytime phone. Click **SAVE** once.

2. **ISSUE TE LEARNER PERMITS**
   - ☐ Now enter **Traffic Ed Permit Issue date(s)**. Go back to the top of the Student List and enter the date the TELL or TEP permits were issued to the students. Click the button: **Assign Date to ALL Students.** If you need to enter a different date, click the **EDIT** button to the right of the student's name. You can change anything except their name and birth date. Click **UPDATE** to accept the change.
   - ☐ Then, click the box below certifying that **TEP/TELL permits** were issued. Enter your name, title and phone number and click **SAVE only once** at the bottom of the screen. After you've certified the permit date, all columns for the student list will show a temporary **No** for all students. When the course completes, you will return to the form to enter student progress.
   - ☐ Click **PRINT STUDENT LIST** at the bottom of the screen and both the TE03 Certification and TE04 Student list will open as a pdf file. As required, send this *Notice of Participation* (which includes the Student List) to your local Driver's License Examiner or County Treasurer.
   - ☐ Click **BACK** to exit the system or to start on a new Student List.

3. **INPUT COMPLETION DATES**
   - ☐ When the class is completed, open the Student List begun for that class. Start at the top of the screen and verify that the **Course Completion Date is Correct** by checking the box. If the date is not correct, enter the actual completion date. Then click the button labeled **Assign Actual Course Completion Date to ALL Students**. **Yes** now appears in the columns labeled Successful Completion and More than 50%.
   - ☐ If you need to change a student's completion date click the **EDIT** button to the right of their name.
   - ☐ **Successful Completion** can be checked **Yes** or **No.** After verifying the completion date, this column will be filled with **Yes**. If a student is not successful, you can change this to **No**.
   - ☐ Since most students will complete more than 50% of the course, TEDRS will start with checks in this column. This box can stay checked if an unsuccessful student completes more than 50% of the class and 50% of BTW hours. However, if a student does NOT complete at least 50% of the course, **uncheck** the box. They will not be eligible for state reimbursement and are not included in the Student List total.
   - ☐ At this point, click **SAVE** once. The *Notice of Completion* is now ready to sign*.

4. **CONFIRM FINAL STUDENT LIST**
   - ☐ When you have completed all the TE course data, a District Authorized Representative must check the *Notice of Completion* and sign and certify the form. Click **SAVE**.
   - ☐ **PRINT STUDENT LIST** and, as required, send this *Notice of Completion* which includes the TE04 Student List to your local Driver's License Examiner or the County Treasurer.
   - ☐ **Request Reimbursement:** The final step in completing and submitting the TE03/TE04 forms is to request reimbursement from OPI. A District Authorized Representative needs to check this box and enter their name and phone. The Total Student Count is shown in blue. Click **SAVE** and OPI will receive notification of your request. A confirmation of receipt will be emailed or mailed to you.
   - ☐ **Print** the forms for your records.
   - ☐ **Print Certificates of Completion** for all those students who completed more than 50% of the course.

   For help with TEDRS or other questions about OPI's Traffic Education Program,
   contact **Patti Borneman,** Traffic Education Program Specialist
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